

# HITHERFIELD PRIMARY SCHOOL AND CHILDREN'S CENTRE

Leigham Vale, Streatham, London SW16 2JQ

Executive Headteacher:

Christopher Ashley-Jones

Head of School:

Jacinta Waters

Business Manager:

Arlette Wells

E-mail: [admin@hitherfield.co.uk](mailto:admin@hitherfield.co.uk)

Tel: 020 8769 8428

Website: [www.hitherfield.co.uk](http://www.hitherfield.co.uk)

Twitter: @hitherfield15



## ABSENCE FORM

**(To be used to inform the school of non-sickness absence and to request authorisation)**

### NOTES TO PARENTS/CARERS

The law does not grant parents an automatic right to take their child out of school during term time. It is the parent's duty to inform the school of any absence. If a parent does not inform the school of an absence it is automatically recorded as unauthorised and becomes subject to a penalty notice.

Children are not permitted to be taken out of school for a holiday. The Headteacher does **not** have the discretion to authorise any term time leave which relates to a holiday.

The Headteacher does have discretion should the absence relate to a sudden unexpected severe incident relating to a family member located abroad (eg. sudden severe illness). However it is expected that parents supply evidence of the situation to the school on their return. If this does not occur, the absence should not be agreed.

**WARNING: If the school is unable to agree to your request and the child is still taken out of school, this will be recorded as an unauthorised absence and this may make you liable to a £60 penalty notice. School absence can sometimes be an indicator of child protection concerns, such as FGM, and the school has a duty to report any such incidents.**

### TO THE HEADTEACHER OF HITHERFIELD PRIMARY SCHOOL

I wish to apply for

NAME[S] OF CHILD[REN] \_\_\_\_\_ CLASS \_\_\_\_\_

\_\_\_\_\_ CLASS \_\_\_\_\_

\_\_\_\_\_ CLASS \_\_\_\_\_

to be authorised as being absent from school from \_\_\_\_\_ to \_\_\_\_\_ inclusive

### PLEASE EXPLAIN IN DETAIL THE REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:

Please tick this box if you would like the school to contact you to arrange a meeting for you to discuss the absence with the Headteacher.



Lambeth Lead Food Flagship School



If the absence is due to a sudden unexpected severe incident relating to a family member please tick one of the following two boxes:

I attach evidence of the situation to this form

I will provide evidence of the situation upon my return (please note that the absence will not be authorised until the school has received this evidence).

Parent/Carer name \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

.....  
This part of the form will be completed by the school and returned to the parent.

Name of Child: ..... Absence dates \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**AUTHORISED** Hitherfield Primary School agrees to your child being absent from school on the specified dates.

**AUTHORISED** Hitherfield Primary School will agree to your child being absent from school on the specified dates provided the appropriate evidence is given to the school.

**UNAUTHORISED** Hitherfield Primary School does not authorise your request for leave in term time.

**NB If an absence is taken without it being authorised Hitherfield Primary School is required to report the absence to the LA who may issue a £60 Penalty Notice, per parent, per child.**

SIGNED..... Head Teacher Date .....

